

MAYNARD POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL  
GENERAL ORDER 1-2 JOB DESCRIPTION

5. Submit a written report of his/her activities regarding assigned cases to the proper authority.
6. Follow up all cases until there is a final disposition or the case is officially declared inactive.
7. Periodically contact the complainant or victim to apprise him/her of the state of the investigation.
8. Keep an accurate up-to-date account of expenses incurred when on assignment. Submit this account to the proper authority for approval before presenting it for reimbursement.
9. Carefully prepare cases for court. Prepare the presentation of facts and ensure that witnesses appear. Obtain the court disposition of all cases in which he/she was involved.
10. Report all information received or known which may affect the safety of other members of the Department in the execution of their duties.

**E. PATROLMAN/WOMAN** – The Patrolman/woman shall be responsible for the efficient performance of his/her duties in conformance with the rules and regulations and policies contained in this Manual. Their duties consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community.

**DUTIES AND RESPONSIBILITIES**

1. Exercise authority consistent with the obligations imposed by his oath of office and be accountable to his superior officers, promptly obeying legitimate orders.
2. Coordinate his/her efforts with those of other members of the department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to his/her superiors and to fellow officers all information he/she may obtain which is pertinent to the achievement of police objectives.
4. Respond punctually to all of his/her assignments.
5. Acquire and record information concerning events that have taken place since his/her last tour of duty.
6. Record his/her activity during his/her tour of duty in a manner prescribed by his/her superiors. Complete detailed reports on all crimes, vehicle accidents and

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any incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertinent to a previously reported offense, the officer completes an investigation report.

7. Maintain his/her weapons and equipment in functional, presentable condition.
8. Assist citizens requesting service, assistance or information and courteously explain any instance where jurisdiction does not lie with the police department, and suggest other procedures to be followed.
9. Be accountable for the securing, receipting and properly transporting of all evidence and property coming into custody.
10. Be alert to the development of conditions tending to cause crime, take preventive action to correct such conditions and inform his/her superiors as soon as the situation permits.
11. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. He/she shall collect evidence and record data that will aid in identification, apprehension and prosecution of offenders and the recovery of property.
12. Patrol an assigned area for the general purpose of crime prevention and law enforcement. Pay special attention to any conditions conducive to crime or indicative of criminal activity.

**Patrol Includes**

- Apprehend persons violating the law or wanted by the police.
  - Public assembly checks.
  - Building security checks.
  - Observation and interrogation of suspicious persons.
  - Issue traffic citations
  - Locate fires.
  - Report street light and traffic signals out-of-order.
  - Report street hazards or any conditions that may endanger public safety.
  - Check schools/parks/playgrounds.
  - Respond to any public emergency.
13. Respond to situations brought to his/her attention while in the course of routine patrols or assigned by radio. Render first aid to persons who are seriously ill or injured. Assist persons needing police services.
  14. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to appropriate persons or agencies for further assistance.

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15. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
16. Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately when so directed by a superior officer.
17. Confer with court prosecutors and testify in court.
18. If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Inspect the vehicle for any defects or missing equipment at the beginning of the tour of duty. Immediately report to the proper authority all defects, missing equipment and damages to the vehicle. Complete all reports and forms required by current procedures.
19. Remain on his/her assigned route throughout his/her tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the dispatcher has issued such authorization.
20. Be alert within the patrol area for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public.
21. Take measure to direct the flow of traffic in his/her area during periods of congestion. If more than a temporary absence from his/her regular duties is required, notify the Commanding Officer.
22. Make periodic reports to the station house.
23. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.
24. Enforce the parking ordinances and motor vehicle laws in his/her area.

**F. PROSECUTOR** - The Police Prosecutor is responsible for the preparation and presentation of cases on the District Court level. As the Department's liaison with the court, the prosecutor coordinates the scheduling of cases and witnesses. He/she is also the Supervising Officer of the Investigative Function - specialized positions of Detective and Student Resource Officer.

**DUTIES AND RESPONSIBILITIES**

1. Maintain an effective working relationship between the court and the department.
2. Coordinate the scheduling of cases for the police department.